

Ames Professional Administrative Support Services (APASS)

RFP NNA15538623R

QUESTIONS and ANSWERS SET 4

1. Are offerors to address "Key Personnel and Facilities" in H.3 as well as in the cover letter?

Reference: L.6(b)2

The Offeror shall address Section H.4 NFS clause 1852.235-71, "KEY PERSONNEL AND FACILITIES" as required in L.6(b)(2). Please note that in question and answer number 22 of the "APASS- Questions and Answers Set 3", which was posted on 7/10/2015, stated that H.3 should be H.4 and the requested information for the cover letter should read, "A completed response to Section H.4 NFS clause 1852.235-71, "KEY PERSONNEL AND FACILITIES."

2. Solicitation section K.5, and Questions & Answers Set confirm the contract is set aside for a Service Disabled Veteran Owned Service Disabled (SDVOSB) company. The announcement and the Questions & Answers Set 1 reconfirm the proposal is for a SDVOSB company. Furthermore, section K.5 provides references that define the qualifications a SDVOSB "should" meet. The US Government authority that officially certifies a company as a SDVOSB is the U.S. Department of Veterans Affairs (VA), through their Center for Veterans Enterprise (CVE) Verification process. Companies that are CVE certified can display the official seal. These businesses undergo a very rigorous process to prove and achieve their SDVOSB status. There are many other Companies that "self-certify" as SDVOSB but offer no proof as to meeting the requirements. These companies may not possess the necessary or legitimate requirements to be a SDVOSB and can skew the bid and proposal process, unfairly competing for a proposal set aside for a validated SDVOSB enterprise.

Can the government add the requirement, to the proposal, that all prime offerors provide a copy of their CVE certification with their proposal submission?

Reference: K.5

The Government will not amend the RFP to require Offerors to provide a copy of their CVE certification with their proposal submission. Code of Federal Regulations (CFR) 13 C.F.R. § 125.8-125.15 outlines the representations that Offerors must submit with initial offers (including price). For Federal agencies other than the VA, Offerors need not be included in the VetBiz database and can self-certify as SDVOSB. The Government will verify an Offeror's socio-economic status based on its Representations and Certifications found on the System Management Award website.

3. RFP Section E.2, (b) and (c) requires, in part:
(b) The Contractor shall prepare the DD Form 250 in accordance with NASA FAR Supplement 1846.6. The Contractor shall enclose the copies of the DD Form 250 in the package or seal them in a waterproof envelope, which shall be securely attached to the exterior of the package in the most protected location.

(c) When more than one package is involved in a shipment, the Contractor shall list on the DD Form 250, as additional information, the quantity of packages and the package numbers. The Contractor shall forward the DD Form 250 with the lowest numbered package of the shipment and print the words "CONTAINS DD FORM 250" on the package.

Please identify what is defined as a "package" for the purposes of applying this contract clause (E.2) to the functions listed under the SOW. Will such submissions be required for each Task Order or will this apply to the entire contract upon conclusion – or both? If so, please designate time frame for submission of the Form.

Reference: E.2

"Package" refers to delivering of supply item(s). At the time of each supply delivery to the Government under this contract, the Contractor shall furnish a DD Form 250, as instructed in clause NFS 1852.246-72, MATERIAL INSPECTION AND RECEIVING REPORT.

4. The Department of Defense now produces DD Form 250 in modified formats (a), (b) and (c). Which formatted version of the Form 250 are we to file?

Reference: E.2

The contractor shall prepare DD Form 250 in accordance with NFS 1852.246-72.

5. Electronic Pricing Model (EPM), Exhibit 9 requests details on the fringe benefits of the compensation package, however, the details require more space than will fit in the provided space. Would a more detailed table with full descriptions in the supporting narrative of the Price Proposal Volume be acceptable to provide the information requested in Exhibit 9?

Reference: Attachment J.1(a)(3), Exhibit 9

Yes, the Offeror can expand the table with more details and explanations. Please note that Volume III of your proposal is not page limited. However, Volume III is to be strictly limited to cost and price information. Information that can be construed as belonging in one of the other Volumes of the proposal will be so construed and counted against that Volume's page limitation.

6. According to the EPM, will there be 31 employees on this contract?

Reference: Attachment J.1(a)(3)

Information provided on the EPM are just representative, based on which the Offeror proposes its rates. The actual number of employees and work hours will be proposed and negotiated through individual contract task orders.

7. As listed in the Statement of Work, Section 2.0, and the EPM, Exhibit 4, the work day consists of 6.5 hours which in turn equals 1860 hours per year. Most other contracts specify the work year as 1920 or 1880 hours. 1860 hours is a unique number. Will the government clarify the number of work hours NASA AMES specifies in a year?

Reference: Attachment J.1(a)(1), SOW and Attachment J.1(a)(3), Exhibit 4

The number of labor hours 1860 is only a representative number of the Pricing Template, based on which the Offeror proposes its rates. The actual number of work hours will be proposed and negotiated through individual contract task orders.

8. Under the Administrative Assistant SCA description, there is no reference to Executive Level support. This is part of the "Administrative Assistant" description. Do the Admin staff support Executive Level customers? How many?

Reference: Attachment J.1(b)(4)

Yes, there are about 10 - 12 Senior Executive Staff members at our Center. There are 2 parts of supporting Executive Level staff: (1) Secretary to the Executive staff; and (2) Conduct complex research and processes complex documents in specialty areas to assist the Executive staff.

9. Attachment J1(a)(3), Exhibit 1 - Proposed labor escalation % SCA regulations prohibits escalation. Does the government want escalation applied to the total contract?

Reference: Attachment J.1(a)(3), Exhibit 1

Service Contract Act does not prohibit escalation.

10. For the Training element of the SOW, is Ames open to new training techniques?

Reference: Attachment J.1(a)(1), SOW

As for every work element in general, Ames is always looking for possibility of doing things smarter and more efficiently.

11. Will this be a performance-based contract? Will we proposed level of effort hours on each task order?

Yes, this will be a performance-based contract. Yes, the Contractor will be required to proposed labor hours on each contract task order.

12. Could the Government provide us with the number of positions for each labor category?

The actual number of positions for each labor category will be proposed and negotiated through individual contract task orders after contract award.